



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## POLICE TELECOMMUNICATIONS SUPERVISOR

Job Number: 20000690

Job Code: 24050V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the telecommunication staff at an assigned Kentucky State Police Post or at the Headquarters Communications Center while performing telecommunicator duties. Ensures that the center is in compliance with local, state and federal statutes, regulations and policies and guidelines. Manages 911 communications in areas where local 911 service is unavailable; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have seven years of experience in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications or traffic operations.

#### **Substitute EDUCATION for EXPERIENCE:**

College will substitute for the required experience on a year-for-year basis up to a maximum of four years.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be currently certified as a Telecommunicator by the Department of Criminal Justice Training and be currently certified as a LINK/NCIC Operator. Shall not have been convicted of a felony or other crimes pursuant to KRS 15.540. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is

responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. <http://www.lrc.state.ky.us/KRS/015-00/560.PDF>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises all shifts of telecommunicators at a KSP Post or Headquarters Communications Center while also performing the duties of a telecommunicator. Assigns the work schedules of all telecommunicators in order to provide sufficient 24 hour shift coverage at the communication center. Manages the telecommunication training program, and makes additions/changes/modifications as required while providing training to all communication staff. Interprets, applies and enforces approved policies and procedures relating to telecommunication staff. Reviews performance of all telecommunicators providing both positive and negative reports to employees and sworn supervisory personnel. Completes employee evaluations on eligible employees as required. Coordinates with local law, fire, and EMS personnel while acting as Public Safety Answering Point Manager for 911 communications in areas without a local 911 communication center and makes reports as necessary. Continually updates supervisory personnel of changes that effect field operations by briefing command staff and field units. Assists in developing policies for higher approval. Prepares advanced decision making/problem solving reports for review by sworn supervisors for multiple routine and specialized projects. Coordinates with sworn supervisory personnel to provide media releases or information to all media sources on investigations, accidents and unusual incidents. Responsible for security and maintenance of agency radio/phone recordings and may be called to testify in criminal proceedings as to the authenticity of documents or recordings. Supervises and maintains computerized systems of communication records required by the department and the Federal Communications Commission.

#### **UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in a communications center at a Kentucky State Police Post and under extremely stressful conditions. May be required to work rotating shifts.

#### **ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*